

TASK FORCE ON BEST PRACTICES IN SPECIAL EDUCATION
AND BEHAVIOR MANAGEMENT

The Task Force on Best Practices in Special Education and Behavior Management held a meeting at the Arizona Department of Education, 1535 W. Jefferson, Room 417, Phoenix, Arizona, on August 19, 2009, from 3:00 p.m. to 5:00 p.m.

Members Present

Roberta Brown
Michael Remus, Chairperson

Others Present

Candice Trainor, ADE/ESS

Participating by Telephone Conference

Sylvia Cohen
Daniel Davidson
Kali Fedor
Melissa Fields
George Huggins
Holly Reycraft

Not Present

Teri Rademacher

Draft

Minutes approved (As Read) (As Amended)

Chairperson: _____
Signature

Date

Topic	Discussion	Assigned Tasks																
1. Roll call and introductions.	<p>The meeting was called to order by Mr. Remus.</p> <p>The members were asked to identify themselves because many were participating by telephone conference call.</p>	1. None.																
2. Review and approval of task force minutes from July 30, 2009, and August 14, 2009.	<p>The review of minutes from the meeting held on July 30, 2009, included proposed changes to the minutes.</p> <p>Ms. Reycraft asked to change the minutes to reflect a request from one of the parents who delivered public comment. It was agreed that the minutes would be changed to only show the parent’s initials, K.E.</p> <p>The motion to accept the changes amendments to the minutes from the July 30, 2009, meeting was moved by Dr. Davidson and seconded by Ms. Fedor.</p> <p>As a majority of the task force was participating by telephone conference, Mr. Remus opted for a roll call vote.</p> <table><tr><td>Reycraft – Aye</td><td>Davidson – Aye</td><td>Huggins – Aye</td><td>Fields – Aye</td></tr><tr><td>Fedor – Aye</td><td>Cohen – Aye</td><td>Brown – Aye</td><td>Remus – Aye</td></tr></table> <p>Motion carried.</p> <p>The motion to adopt the minutes of the July 30, 2009, meeting as amended was moved by Ms. Brown and seconded by Dr. Cohen.</p> <p>Roll call vote.</p> <table><tr><td>Reycraft – Aye</td><td>Davidson – Aye</td><td>Huggins – Aye</td><td>Fields – Aye</td></tr><tr><td>Fedor – Aye</td><td>Cohen – Aye</td><td>Brown – Aye</td><td>Remus – Aye</td></tr></table> <p>Motion carried.</p>	Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye	Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye	Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye	Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye	<p>2. Ms. Trainor will amend the minutes as approved by task force for July 30, 2009. The minutes were approved as amended.</p> <p>Ms. Trainor will amend minutes as approved by task force for August 14, 2009. The minutes were approved as amended.</p>
Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye															
Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye															
Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye															
Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye															

Topic

Discussion

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The review of minutes from the meeting held on August 14, 2009, included proposed changes to the minutes.

Dr. Cohen asked to include “Dr.” when she was mentioned in the minutes. Ms. Trainor read edits requested by Ms. Rademacher who was not able to attend the meeting. One change was to correct the information presented in the Call to Public section. Ms. Rademacher wished to correct the names, titles, and names of state and national groups, referenced by the two individuals who offered public comment. It was decided that changes to group names would not be made because the minutes were to reflect what had been stated at the meeting. For the first section of public comment, the phrase “identified herself as” was included in the commentary by Ms. Char Ugol.

Ms. Brown moved, and Dr. Cohen seconded, that the minutes are amended and adopted to reflect the changes as discussed.

Roll Call Vote.

Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye
Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye

Motion carried.

3. Presentation and approval of the “Report from the Task Force on Best Practices in Special Education and Behavior Management.”

Mr. Remus asked each task force member to identify any changes or edits that needed to be made in the document. The edits were discussed by group and it was decided to adopt the edits all at once, rather than point by point, by voting at the conclusion of discussion.

Ms. Brown suggested the following edits:

- On page 2, Recommendation #5, the language was confusing regarding who training of school staff in the use of crisis management techniques. The statement previously read as: “train relevant school staff in the safe use of the permitted strategies by personnel who maintain approval as a trainer by the training program,” will be broken into two sentences to add clarity.

3. Dr. Davidson will email information about Resources for Training to Ms. Brown.

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	<p>The new statement will read:</p> <p><i>If school policies allow for the use of seclusion and/or restraint during crisis management, train relevant schools staff in the safe use of the permitted strategies. Allow only personnel who maintain approval as a trainer by the training program to conduct such trainings.</i></p> <ul style="list-style-type: none">• On page 2, Recommendation 7, change the word reoccurring to <i>recurring</i>.• On page 3, item I. A. #3, Data Driven, change “but also including” to “but also <i>includes</i>”• On page 6, under Training #5, change the end of the sentence from “parents, administration, and the state” to “<i>parents and administration.</i>” This change reflects the fact that schools do not have a duty to report to the State Department of Education at this time.• On page 7, under Restraint Policies and Procedures #5, the paragraph was copied and pasted from a previous section the document. It should be changed to refer only to the section’s topic of restraint. The original paragraph is: “If restraint is necessary, parents and administrators are notified as soon as possible within the same school day and a written notice that includes the circumstances that preceded the behavior, the behavior, the length of time the student was <u>secluded</u>, the location of the <u>seclusion</u> and the person(s) who observed the student during the restraint must follow.” <p>Dr. Davidson pointed out that the group had decided to remove the opening clause “If restraint is necessary.” The paragraph now reads: “<i>Parents and administrators are notified as soon as possible within the same school day and a written notice that includes the circumstances that preceded the behavior, the behavior, the length of time the student was restrained, the location of the restraint and the person(s) who observed</i></p>	

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the student during the restraint must follow.”

On page 8, under Physical and Mechanical Restraints Training, Ms. Brown recommended to add an additional item that states:

“8. Training includes the requirements for reporting to parents and administration.”

Dr. Davidson suggested the following edits:

- On page 5, under number 7 of Policies and Procedures, the phrase “if appropriate” as it is placed implies that a debriefing may or may not be conducted if appropriate. The intent of this statement was to invite the student to participate in the debriefing if the situation calls for it. The original paragraph is:
“A debriefing with affected staff, parents and the student, if appropriate, is conducted within 48 hours.”
The paragraph now reads:
“A debriefing with affected staff, parents and, if appropriate, the student, is conducted within 48 hours.”
- Dr. Davidson suggested defining “a reasonable time” on item 9 under Policies and Procedures, however the group determined that the task force had decided to keep the phrasing as “a reasonable time” and allow the LEAs to determine the length of time.
- Dr. Davidson proposed to add “momentarily” to Definition section of Part B. Physical and Mechanical Restraints in the bullet points. He suggested that the phrasing should read “to momentarily break up a fight; to momentarily take a weapon away from a student; etc.” It was determined by group discussion that the phrasing was taken from another state’s definition of Physical Restraint and the individual items were written to allow staff to disarm, to prevent harm, or to provide guided instruction for students without a limit of time. The language of

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this section was unchanged.

- On page 7, under Prohibitions, the first 2 items were changed to replace the phrase “is not used” with “*is prohibited.*” The statements now read:
 1. A physical restraint, such as prone restraint, that places excess pressure on the chest or back or impedes the ability to breathe or communicate *is prohibited.*
 2. Mechanical restraint *is prohibited.*
- Dr. Davidson asked to expand the information provided in Appendix A. He said he would email the additional information he had about specific training programs to Ms. Brown so that they could be included in the final document.
- On page 10, under D. State Supported Opportunities, the website: www.pbisaz.org was added.

Mr. Huggins asked to change the correct the name of his school district on page 13 to “*Bullhead City Elementary School District.*”

Ms. Fields asked to change her school’s name to “*Acorn Montessori Charter School*”

Dr. Cohen suggested a change on page 3 under Recommendation 8’s research statement, to change the phrase: “Corporal punishment... can have a damaging effect of both the student and the adult-student relationship.” to read “can have a damaging effect *on* both the student and the adult-student relationship.”

Ms. Reycraft suggested adding a statement regarding locking mechanisms in on page 5 under Policies and Procedures.

- The statement in number 2 was changed to include the following:

“Any area used for seclusion is free of objects that could cause harm, provides adequate visual and audio supervision of the student, provides

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adequate lighting and ventilation, *and must not be locked.*”

Mr. Remus asked for a motion to approve all of the editorial changes that have been made today and to approve the document. Dr. Davidson moved and Ms. Brown seconded the motion.

Roll call vote:

Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye
Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye

Motion carried.

Mr. Remus thanked the Task Force for all of the hard work, research and efforts they put into developing this document. He personally thanked Dr. Busenbark and Ms. Trainor, the staff appointed to assist the development of the document.

The final version of the Report will be sent by email to the members of the Task Force and copies of the Report will be distributed to the individuals mentioned in the statute.

Ms. Trainor and Ms. Brown reported that a website for the Task Force is available on the ESS Home Page and the documents used in the review of the draft and the final version of the Report would be available.

Dr. Cohen moved and Ms. Fields seconded that the minutes of the meeting held on August 19, 2009, would be adopted in draft form.

Roll call vote:

Reycraft – Aye	Davidson – Aye	Huggins – Aye	Fields – Aye
Fedor – Aye	Cohen – Aye	Brown – Aye	Remus – Aye

Motion carried.

Topic	Discussion	Assigned Tasks
4. Call to the Public.	There were no public comments at this meeting.	4. None.
5. Adjourn.	The meeting was adjourned by Mr. Remus.	5. None.

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